comprehend

Comprehend Pro v.1
User's Manual

© ALCA 2009

Chapter 1 Logging into Comprehend

Two ways exist for accessing the web-based Comprehend Data depending on your type of user account. If you have a personal account only you use, it will be an Arch account. If you share a Comprehend account with peers from your district, you will have a Comprehend account.

In both cases you will need to open your web browser program. Then, go to the following Url:

http://www.alcaweb.org

Skip to Content
Skip to Room Links
ALCA
Bridging Communities of Learners
ALCA
K-12 Education
Career Tech
Join
ALCA HOME » ALCA Home V3
Login
ALCA
Purpose
Empowers learning communities in the use of Standards, Curriculum and Assessment.
Mission
Empowers communities in the innovative development and use of knowledge.
Vision
Empowers communities by customizing solutions that support the innovative development and use of knowledge.
History
The Aurora Learning Community Association (ALCA) story started with Oklahoma's only Technology Innovation Challenge grant funded through USDoE for $ 5.4 million.
Read more
Learning Communities
Learning Teams (PLT)
Learning Processes
Services
Professional Development
Help for logging into Comprehend Data can be found here
State Tests
ACT EPAS Tests
ALCA
Four Cornerstones of Student Assessment
Now in Comprehend
Benchmark Tests
Semester Grades
Check on the latest from ALCA ...
Professional Development Management - Teachers maintain PD record online. In 5 minutes, administrators get a report.
Administrative Tools - Administrative tools for eligibility, detention records, and more are available.
Arch Platform - Great things are now easier to do on the Arch Platform, v4. Comprehend school district staff may login and start exploring.
Benchmark Lessons & Assessments - Support for benchmark lesson development and assessments is now available. One can now import tests from ExamView.
Have Question? | Association | Comprehend Support
888.252.2932 | Staff 580.227.1007 | Fax 580.227.4913
Arch Platform
Community
Establish a community dedicated to members focused on unique content and workflows.
Read more
Organizations
Establish an Organization that supports a subgroup of community members.
Read more
Rooms
Create a room within an organization to support a group of members accomplishing a common set of tasks.
Read more
General Tools
Data Tools
Presentation Tools
Curricular Tools
Assessment Tools
Web Tools
Mentoring Tools
Powered by Arch
Copyright © 1996-2008 ALCA

The ALCA web site is displayed. The content found on ALCA's home page may vary.

Logging into Comprehend using a Comprehend Account

You access your Comprehend login screen from your Professional Learning Community (PLC) room ALCA has established for your school district.

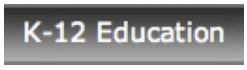
To login using a Comprehend Account:

1 In your browser window's Url field, enter ALCA's Url:

http://www.alcaweb.org

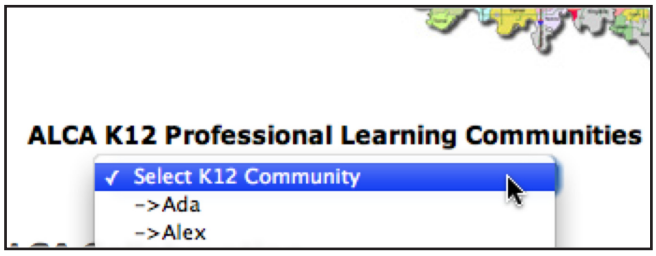
Then, click the *Enter* key.

2 Click the ***K-12 Education*** link in the top navigation bar.



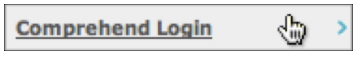
ALCA Oklahoma's home room appears.

3 Click the *Select* ***K-12 Education*** popup menu below Oklahoma's map selecting your district's PLC room.



Your district's PLC room appears.

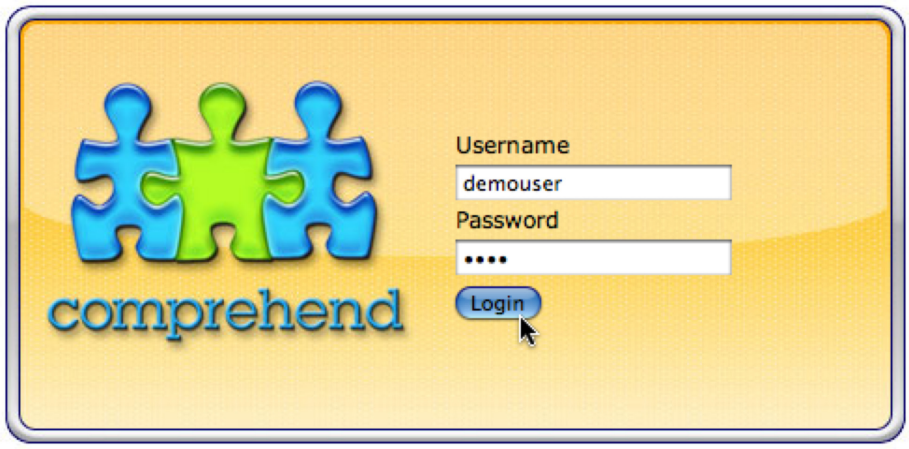
4 Click the ***Comprehend Login*** link located under the *Data Sources* section in the room's side bar.



5 Click the ***Comprehend Login*** button located on the displayed web page.

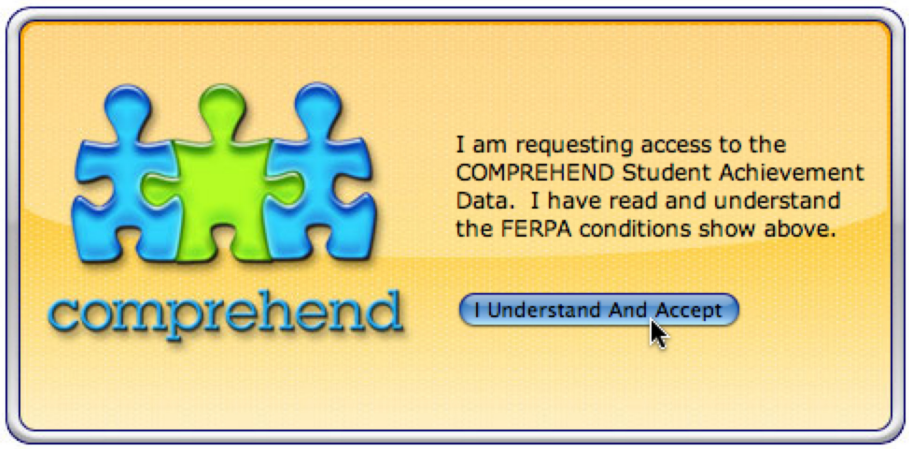
The Comprehend login window appears.

6 Enter your username and password. Then, click the ***Login*** button.



The *FERPA Regulations* agreement appears.

7 Click the ***I Understand And Accept*** button.


comprehend
I am requesting access to the COMPREHEND Student Achievement Data. I have read and understand the FERPA conditions show above.
I Understand And Accept

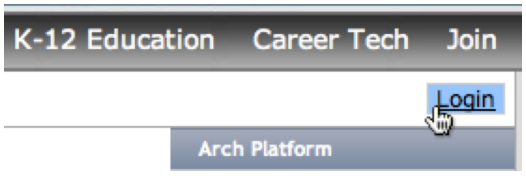
The Comprehend Pro welcome page appears ready for you to analyze your data.

Logging into Comprehend using an Arch Account

Arch is the server software developed by GammaStream Technologies, Inc. in collaboration with ALCA. The ALCA Community is hosted on the Arch platform supporting a broad range of educational services beyond Comprehend. Having an Arch account provides access to these services.

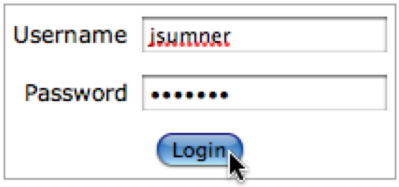
To login using an Arch Account:

1 Click the ***Login*** link below the right of the top navigation bar.



The *User Login* screen appears.

2 Enter your Arch username and password. Then, click the ***Login*** button.

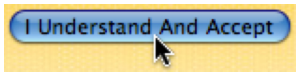


Your user tabs appear below the top navigation bar.

3 Click the ***Comprehend*** Tab.

A second browser window appears displaying the *FERPA Agreement.*

4 Click the FERPA ***I Understand And Accept*** button.



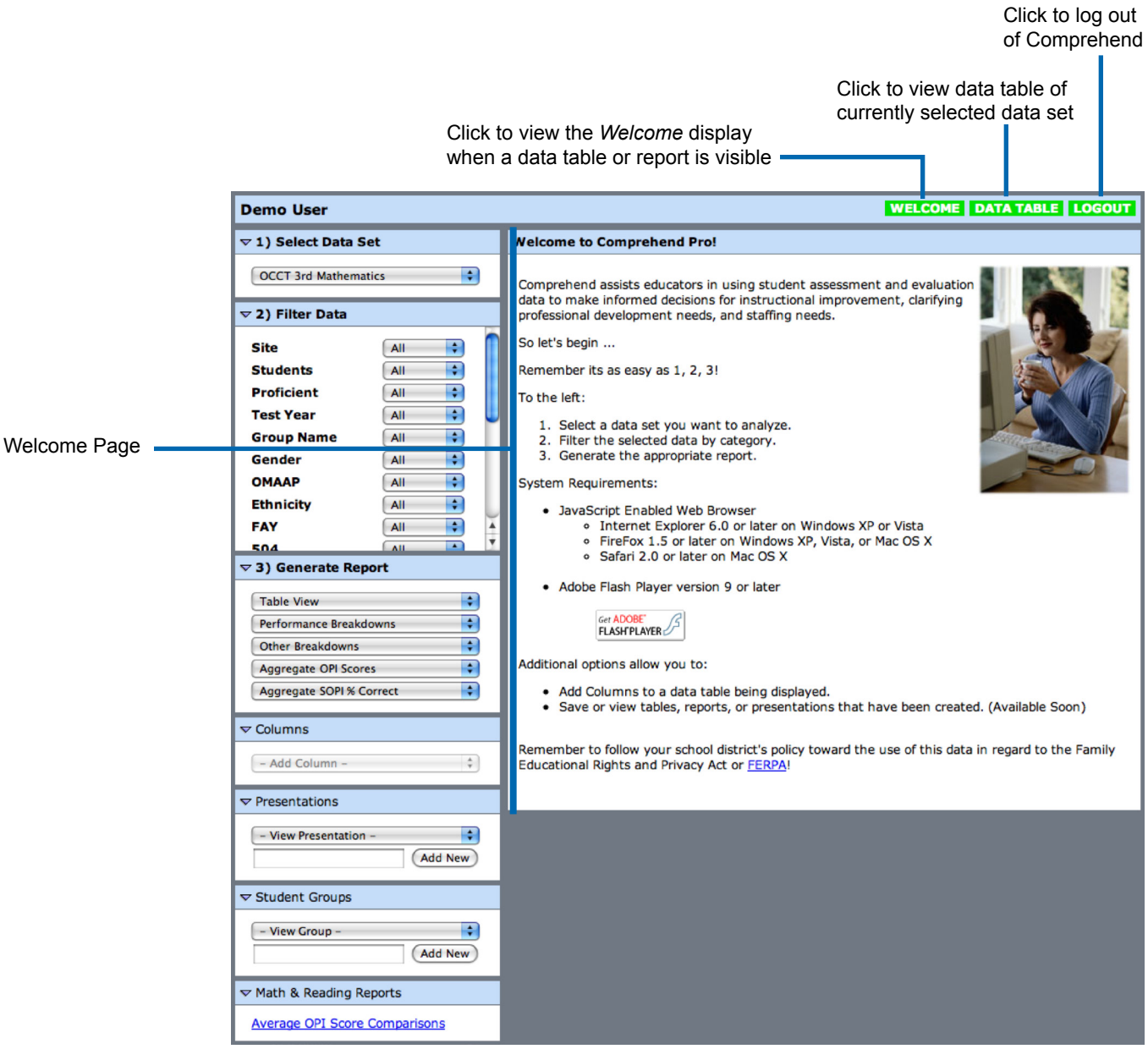
The Comprehend Pro welcome page appears ready for you to analyze your data.

Chapter 2 Learning about the Comprehend Interface

The Comprehend interface is designed to be simple, regardless of how many or how diverse a district's data sets may be. Three different displays are available in Comprehend including the *Welcome*, *Data Table*, and *Reports* displays. The content on the *Data Table* and *Reports* displays is manipulated by the side bar options located on the left side.

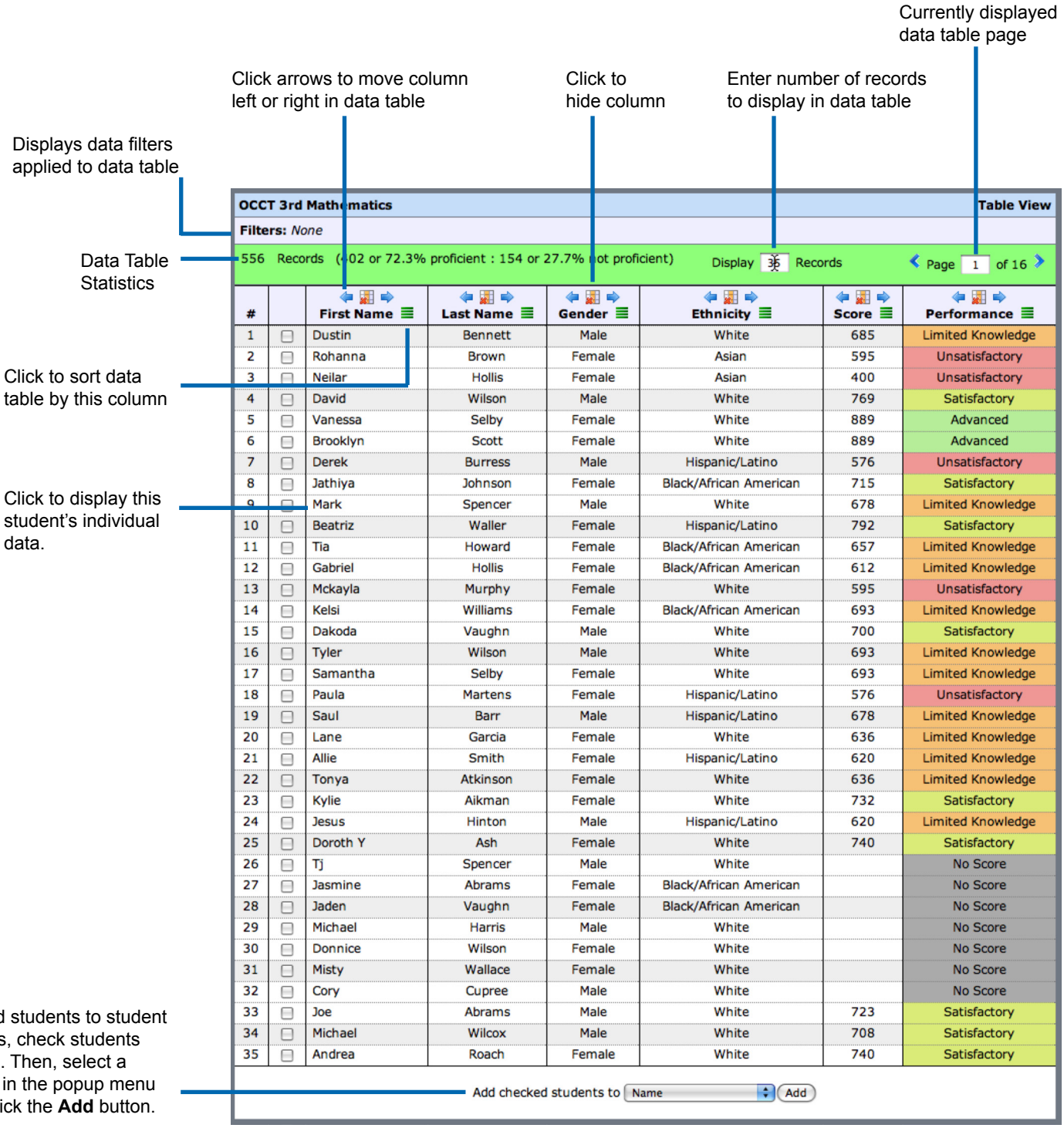
About the Comprehend Pro's Welcome Display

When logging into Comprehend, the default display that appears is the *Welcome* display. Review this page as ALCA staff periodically updates the display with relevent or helpful information.


Click to log out of Comprehend
Click to view data table of currently selected data set
Click to view the Welcome display when a data table or report is visible
Welcome Page
Demo User
WELCOME
DATA TABLE
LOGOUT
1) Select Data Set
OCCT 3rd Mathematics
2) Filter Data
Site All
Students All
Proficient All
Test Year All
Group Name All
Gender All
OMAAP All
Ethnicity All
FAY All
3) Generate Report
Table View
Performance Breakdowns
Other Breakdowns
Aggregate OPI Scores
Aggregate SOPI % Correct
Columns
- Add Column -
Presentations
- View Presentation -
Add New
Student Groups
- View Group -
Add New
Math & Reading Reports
Average OPI Score Comparisons
Welcome to Comprehend Pro!
Comprehend assists educators in using student assessment and evaluation data to make informed decisions for instructional improvement, clarifying professional development needs, and staffing needs.
So let's begin ...
Remember its as easy as 1, 2, 3!
To the left:
1. Select a data set you want to analyze.
2. Filter the selected data by category.
3. Generate the appropriate report.
System Requirements:
JavaScript Enabled Web Browser
Internet Explorer 6.0 or later on Windows XP or Vista
FireFox 1.5 or later on Windows XP, Vista, or Mac OS X
Safari 2.0 or later on Mac OS X
Adobe Flash Player version 9 or later
Get ADOBE FLASH PLAYER
Additional options allow you to:
Add Columns to a data table being displayed.
Save or view tables, reports, or presentations that have been created. (Available Soon)
Remember to follow your school district's policy toward the use of this data in regard to the Family Educational Rights and Privacy Act or FERPA!

About Comprehend Pro's Data Table Display

The *Data Table* Display shows the current data set selected in the ***1) Select Data Set*** sidebar option. The data table can be manipulated by column order, record order, number of records displayed, among other features.

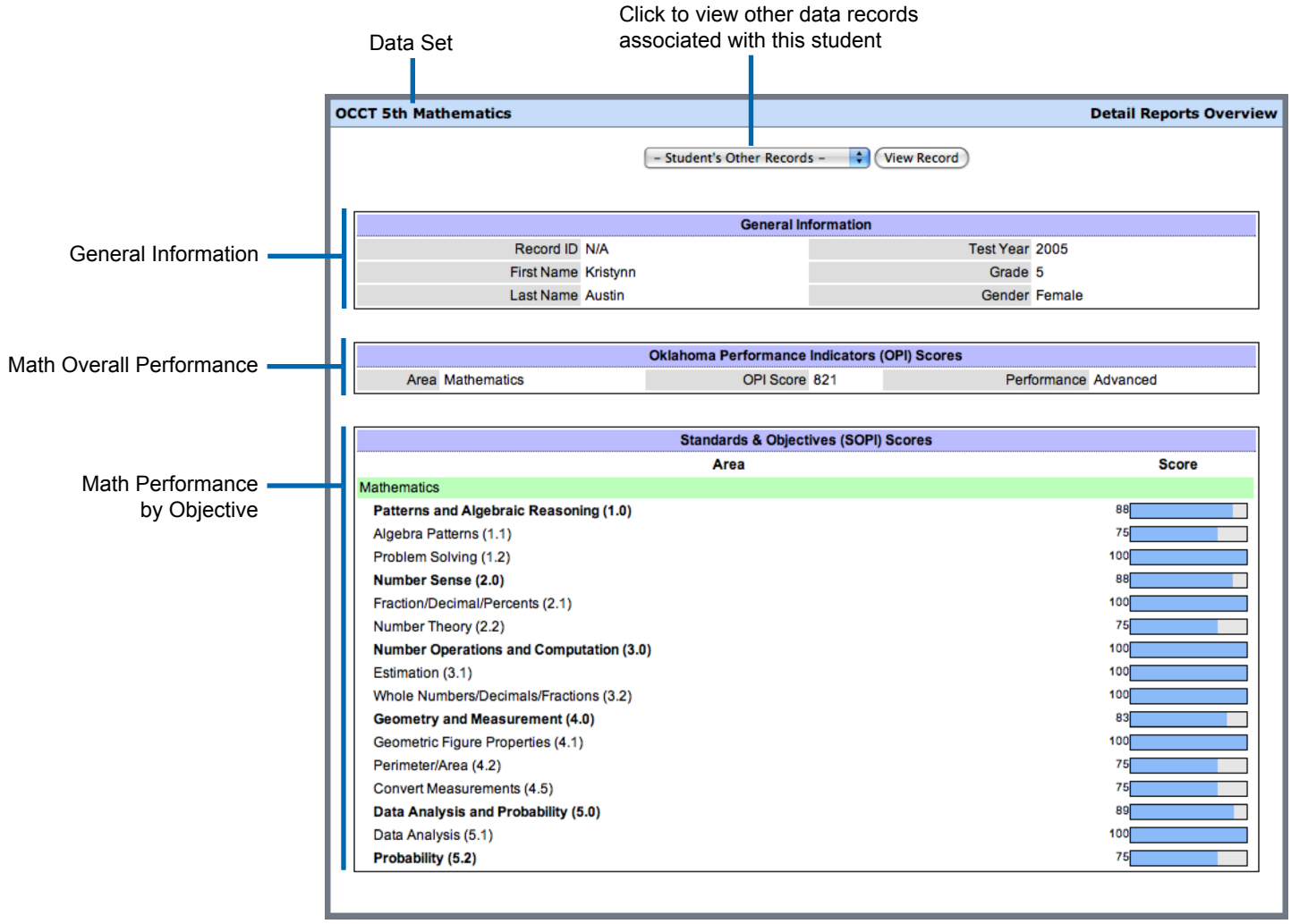

Currently displayed data table page
Click arrows to move column left or right in data table
Click to hide column
Enter number of records to display in data table
Displays data filters applied to data table
Data Table Statistics
Click to sort data table by this column
Click to display this student's individual data.
To add students to student groups, check students above. Then, select a group in the popup menu and click the Add button.
OCCT 3rd Mathematics
Table View
Filters: None
556 Records (402 or 72.3% proficient : 154 or 27.7% not proficient)
Display 35 Records
Page 1 of 16
Add checked students to Name Add

#		First Name	Last Name	Gender	Ethnicity	Score	Performance
1	☐	Dustin	Bennett	Male	White	685	Limited Knowledge
2	☐	Rohanna	Brown	Female	Asian	595	Unsatisfactory
3	☐	Neilar	Hollis	Female	Asian	400	Unsatisfactory
4	☐	David	Wilson	Male	White	769	Satisfactory
5	☐	Vanessa	Selby	Female	White	889	Advanced
6	☐	Brooklyn	Scott	Female	White	889	Advanced
7	☐	Derek	Burress	Male	Hispanic/Latino	576	Unsatisfactory
8	☐	Jathiya	Johnson	Female	Black/African American	715	Satisfactory
9	☐	Mark	Spencer	Male	White	678	Limited Knowledge
10	☐	Beatriz	Waller	Female	Hispanic/Latino	792	Satisfactory
11	☐	Tia	Howard	Female	Black/African American	657	Limited Knowledge
12	☐	Gabriel	Hollis	Female	Black/African American	612	Limited Knowledge
13	☐	Mckayla	Murphy	Female	White	595	Unsatisfactory
14	☐	Kelsi	Williams	Female	Black/African American	693	Limited Knowledge
15	☐	Dakoda	Vaughn	Male	White	700	Satisfactory
16	☐	Tyler	Wilson	Male	White	693	Limited Knowledge
17	☐	Samantha	Selby	Female	White	693	Limited Knowledge
18	☐	Paula	Martens	Female	Hispanic/Latino	576	Unsatisfactory
19	☐	Saul	Barr	Male	Hispanic/Latino	678	Limited Knowledge
20	☐	Lane	Garcia	Female	White	636	Limited Knowledge
21	☐	Allie	Smith	Female	Hispanic/Latino	620	Limited Knowledge
22	☐	Tonya	Atkinson	Female	White	636	Limited Knowledge
23	☐	Kylie	Aikman	Female	White	732	Satisfactory
24	☐	Jesus	Hinton	Male	Hispanic/Latino	620	Limited Knowledge
25	☐	Doroth Y	Ash	Female	White	740	Satisfactory
26	☐	Tj	Spencer	Male	White		No Score
27	☐	Jasmine	Abrams	Female	Black/African American		No Score
28	☐	Jaden	Vaughn	Female	Black/African American		No Score
29	☐	Michael	Harris	Male	White		No Score
30	☐	Donnice	Wilson	Female	White		No Score
31	☐	Misty	Wallace	Female	White		No Score
32	☐	Cory	Cupree	Male	White		No Score
33	☐	Joe	Abrams	Male	White	723	Satisfactory
34	☐	Michael	Wilcox	Male	White	708	Satisfactory
35	☐	Andrea	Roach	Female	White	740	Satisfactory

Note: Sidebar not displayed.

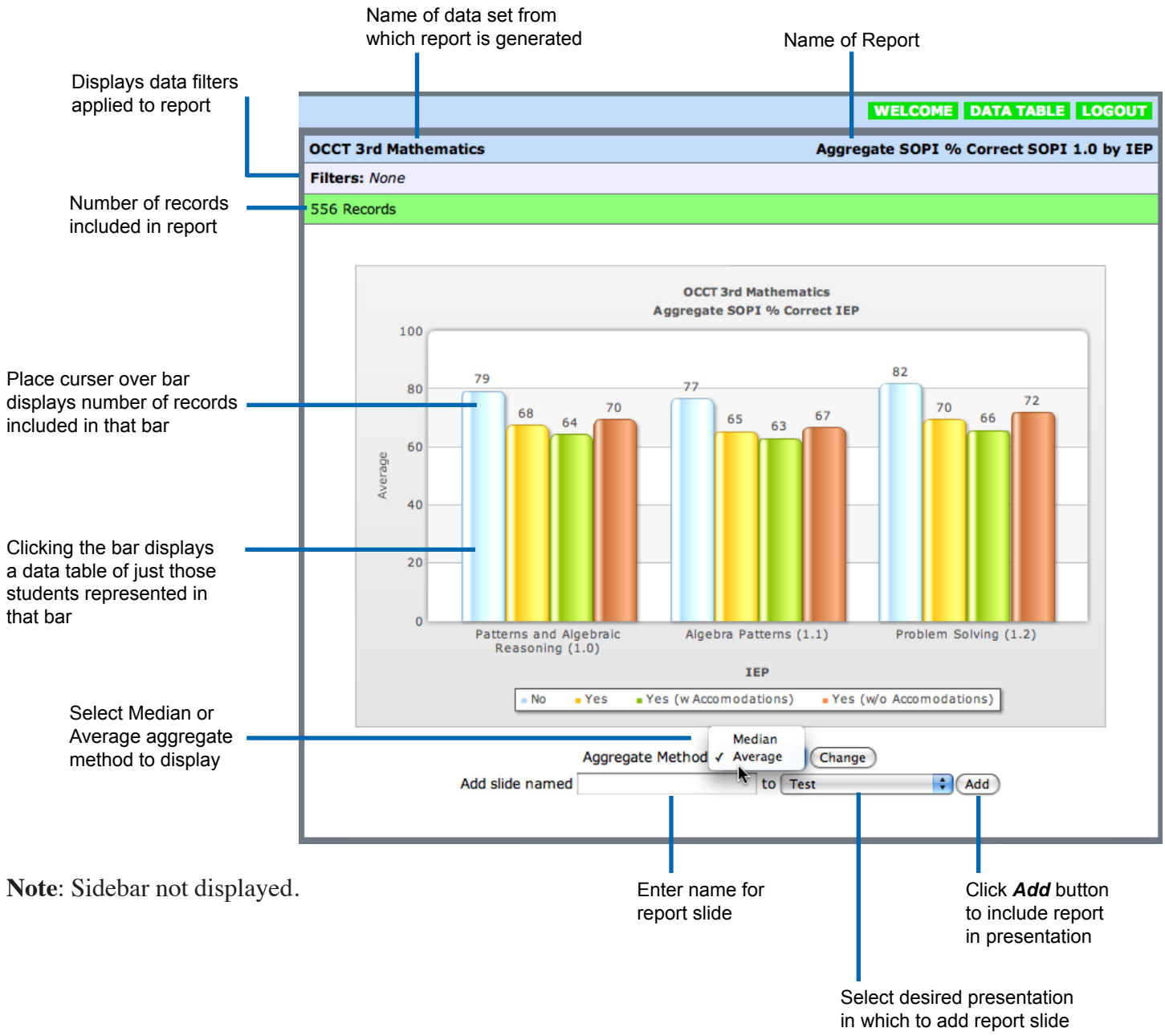
Viewing Individual Records within the Data Table

While in the *Data Table* Display, you can click on a data record (row). Clicking on a particular student displays their *Detail Reports Overview* page.



About Comprehend Pro's Report Display

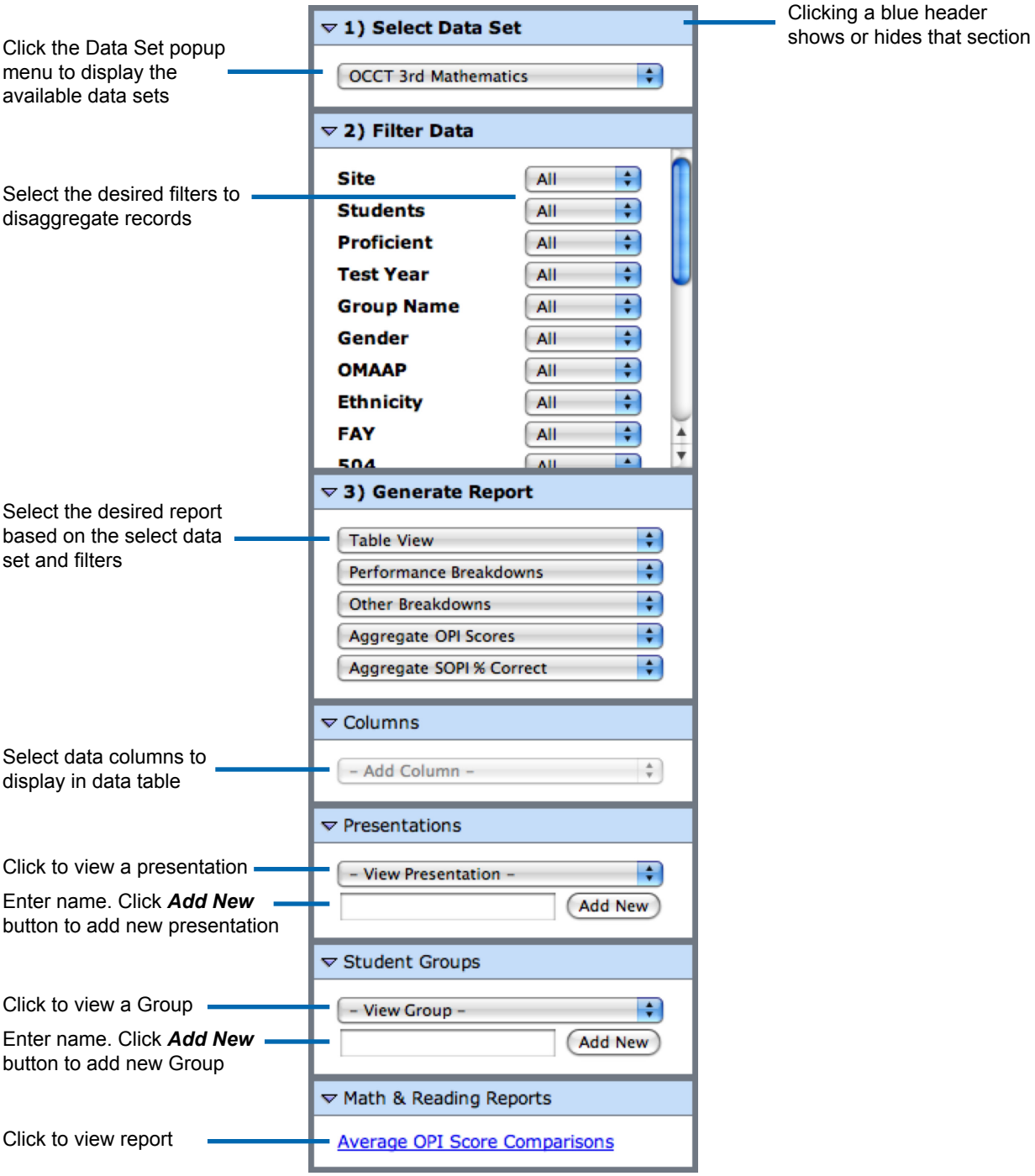
The *Report* Display shows the various reports or charts generated from the current data in the data table.



Note: Sidebar not displayed.

About Comprehend Pro's Sidebar Options

The *Sidebar* options primarily focus on three steps for generating desired reports or charts. First, you select the desired data set to view. Second, you filter (or disaggregate) the data. Third, you select a report to view the filtered data in a chart.

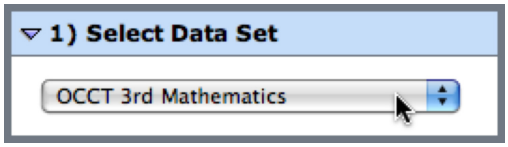

Clicking a blue header shows or hides that section
Click the Data Set popup menu to display the available data sets
1) Select Data Set
OCCT 3rd Mathematics
2) Filter Data
Select the desired filters to disaggregate records
Site All
Students All
Proficient All
Test Year All
Group Name All
Gender All
OMAAP All
Ethnicity All
FAY All
Select the desired report based on the select data set and filters
3) Generate Report
Table View
Performance Breakdowns
Other Breakdowns
Aggregate OPI Scores
Aggregate SOPI % Correct
Columns
Select data columns to display in data table
– Add Column –
Presentations
Click to view a presentation
– View Presentation –
Enter name. Click Add New button to add new presentation
Add New
Student Groups
Click to view a Group
– View Group –
Enter name. Click Add New button to add new Group
Add New
Math & Reading Reports
Click to view report
Average OPI Score Comparisons

About the *1) Select Data Set* Section

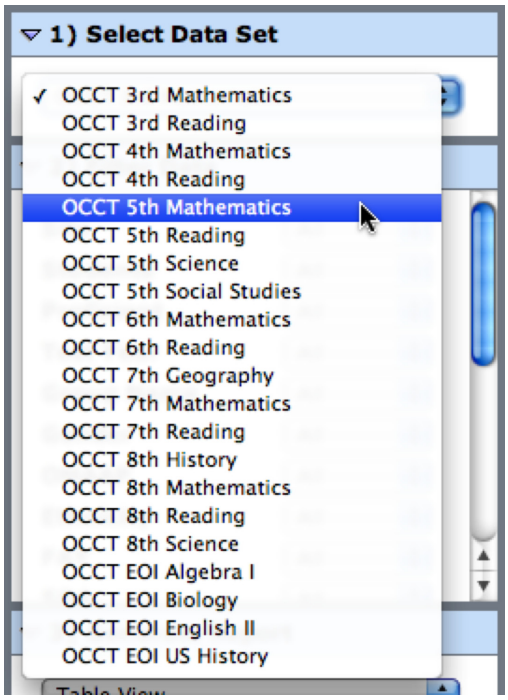
Any data set imported for your school district appears in this pulldown menu. Typically it consists of the assessment data results for your district's students generated from your state's required testing program. However, it may also include other data sets such as grade, benchmark, common, and even perception data sets.

To select a data set to process:

1 Click the ***Data Set*** popup menu.



2 Select the desired data set.



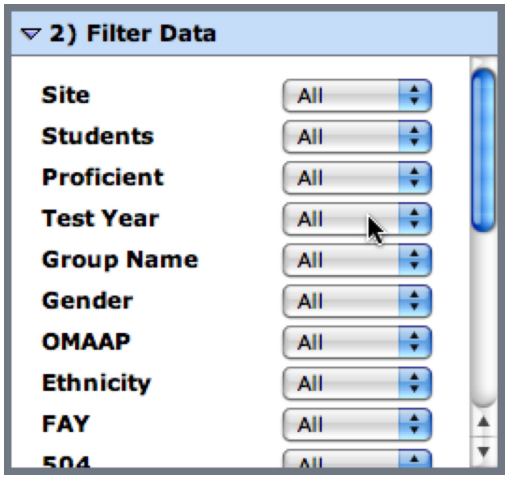
The desired data set appears in the *Data Table* display to the right of the sidebar.

About the *2) Filtering Data* Section

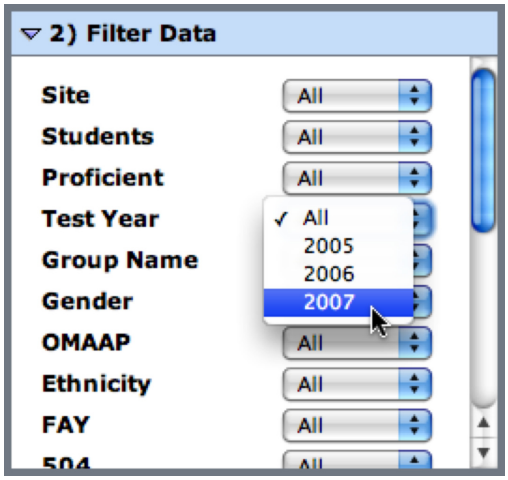
Once a data set has been selected, you can now filter it based on a variety of criteria available in the ***2) Filter Data*** section.

To select a filter:

1 Click a desired ***Filter*** popup menu.



2 Select the desired filter item to display.



The *Data Table* display updates automatically display only the data selected from the filter selection.

You can select as many filters as you want for a particular data set resulting in a highly disaggregated data set. As filters are applied the data table or reports are automatically updated.

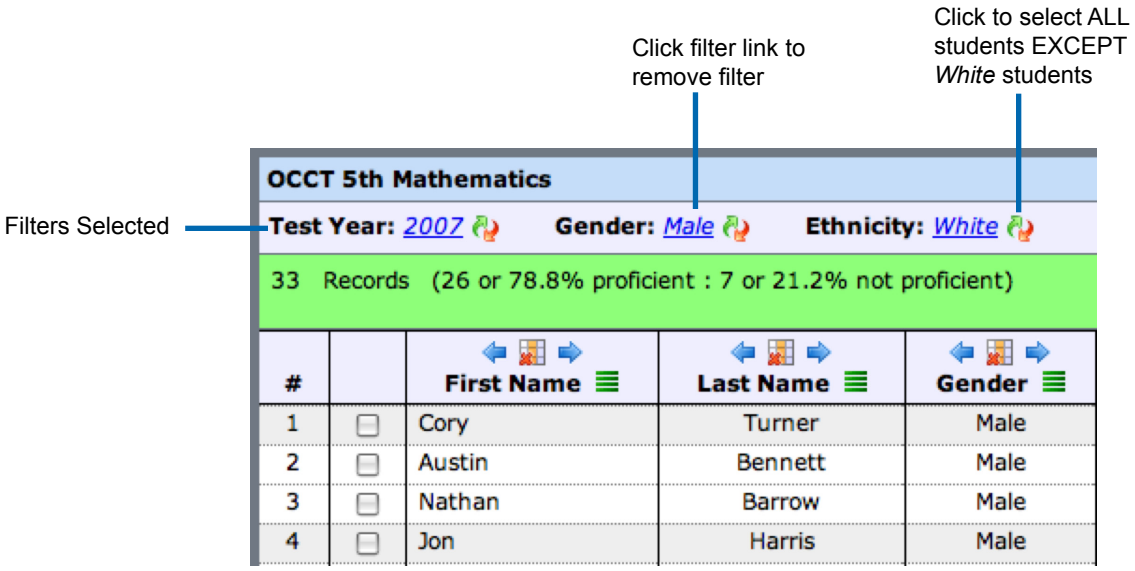
Description of the Filters within the *2) Filtering Data* Section

Once a data set has been selected, you can now filter it based on a variety of criteria available in the ***2) Filter Data*** section. These criteria are determined by the OSDE.

Filter Name	Filter Options	Description
Site	District Defined	Lists the names of the district's tested school sites.
Students	User Defined	You can select groups of students to filter. See Student Groups.
Proficient	Yes No	You can select students that are or are not proficient.
Test Year	2005 2006 etc.	You can filter for a particular school year of data. This is essential for generating meaningful reports.
Group Name	Test administrator defined	This filter list is created from the list if names provided for who administered the test to the students.
Gender	Female Male	Identifies the student's gender.
OMAAP	Yes No	Oklahoma Modified Alternative Assessment Program
Ethnicity	All American Indian Asian Black/African American Hispanic/Latino Pacific Islander White	Identifies students by ethnic background.
FAY	All School, District & State State None	Identifies students that were Full Academic Year in one of the options. "School" refers to a school site.
504	All No Yes Yes (w Accomodations) Yes (w/o Accomodations)	Identifies students having a mental or physical disability.
IEP	All No Yes Yes (w Accomodations) Yes (w/o Accomodations)	Identifies students having an Individualized Education Program.
ELL	All No Yes Yes (w Accomodations) Yes (w/o Accomodations)	Identifies students that are English Language Learners. That is, English is not the student's native language.
Title X	Yes No	Identifies homeless students.
Migrant	Yes No	Identifies migrant students.
Other Placement	Yes No	Unique filter identified by the SDE for records within a particular district.
Economically Disadvantaged	Yes No	Identifies economically disadvantaged students.
Performance	All Advanced Satisfactory Limited Knowledge Unsatisfactory No Score	Identifies students performancing in each of these performance levels.

About Filter Options within the Data Table Display

The *Data Table* Display shows the filters being applied to the current data table. The filter options allow you to quickly remove an existing filter or select the ***not*** or opposite condition of filter.

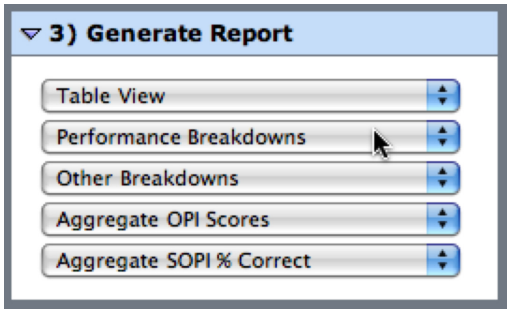

Click filter link to remove filter
Click to select ALL students EXCEPT *White* students
Filters Selected
OCCT 5th Mathematics
Test Year: 2007
Gender: Male
Ethnicity: White
33 Records (26 or 78.8% proficient : 7 or 21.2% not proficient)
| First Name | Last Name | Gender
1 | Cory | Turner | Male
2 | Austin | Bennett | Male
3 | Nathan | Barrow | Male
4 | Jon | Harris | Male

About the *3) Generate Report* Section

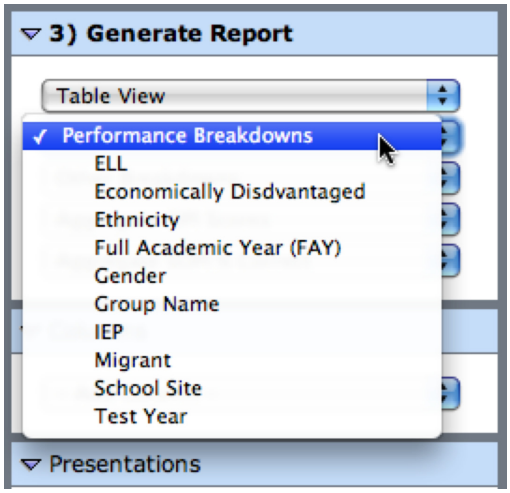
Once you have selected your data set and applied the desired filters, you can generate reports applied to your disaggregated data.

To generate a report:

1 Click the popup menu of the ***Report Type*** you need generated.



2 Select the report desired.



The report is automatically generated in the display.

NOTE: You can modify or add filters while the report or chart is displayed. The report will automatically update with the new filters applied.

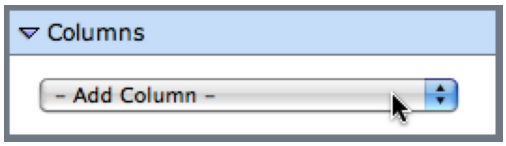
Adding Data Columns using the *Columns* Section

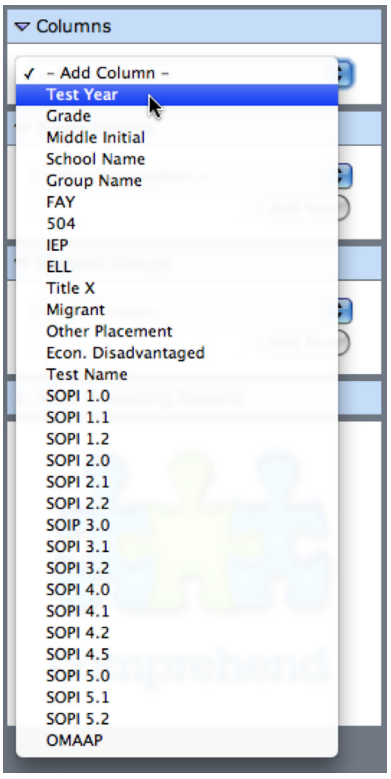
All the columns of an imported data set are available in Comprehend Pro. The *Columns* Section of the sidebar allow you to add one or all of those columns in your *Data Table* Display.

To add a data column to your data table:

1 If your Data Table Display is not visible, click on the *Data Table* link located on the top right of the Comprehend web page.

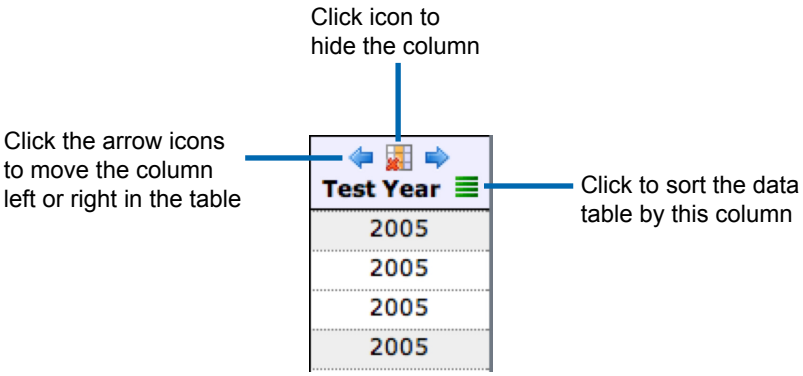
2 Click on the *Add Column* popup menu.





3 Select the desired column (data field) to display. The column appears as the last column on the right in the data table.

4 Three modifications can be made on a displayed data column.

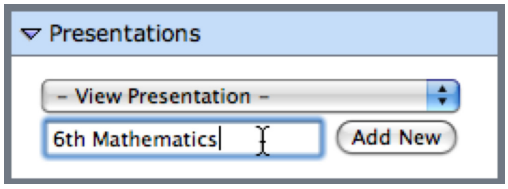

Click icon to hide the column
Click the arrow icons to move the column left or right in the table
Test Year
Click to sort the data table by this column
2005
2005
2005
2005

Creating a Report Presentation using the *Presentations* Section

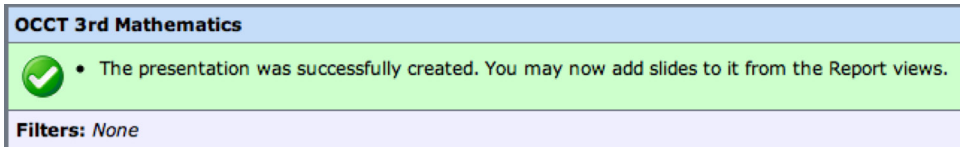
You can create and then combine reports into an online Comprehend presentation. This presentation can be used for professional meetings, board meetings, and other appropriate events.

To create a presentation:

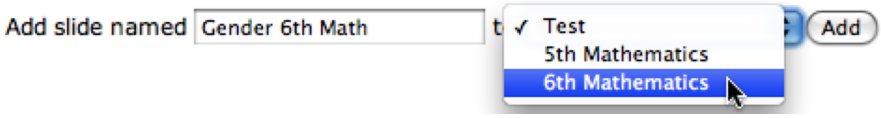
1 In the *Presentations* Section, click in the text field and enter the name of your new presentation.



Click the ***Add New*** button. A dialogue box appears at the top of the page confirming the presentation has been created.


OCCT 3rd Mathematics
• The presentation was successfully created. You may now add slides to it from the Report views.
Filters: None

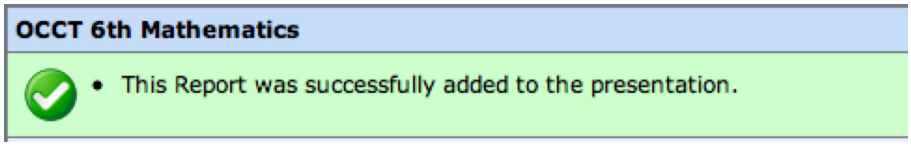
2 Generate a desired report with the desired data set and filters. At the bottom of the report you have the option to add the report as a slide to an existing presentation.



To add the report to the presentation:

1. Click in the *Slide Name* field and enter a slide name for the report.
2. Click the presentation popup menu and select the presentation to add the slide to.
3. Click the ***Add*** button.

A dialogue box appears at the top of the page confirming the slide was added to the presentation.

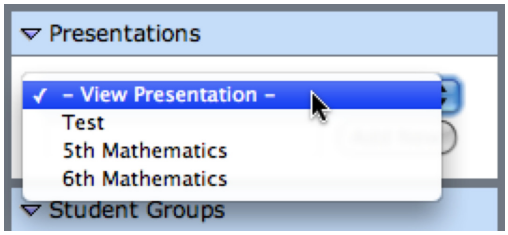


Viewing a Comprehend Presentation

Comprehend presentations are available for viewing in the *Presentations* Section.

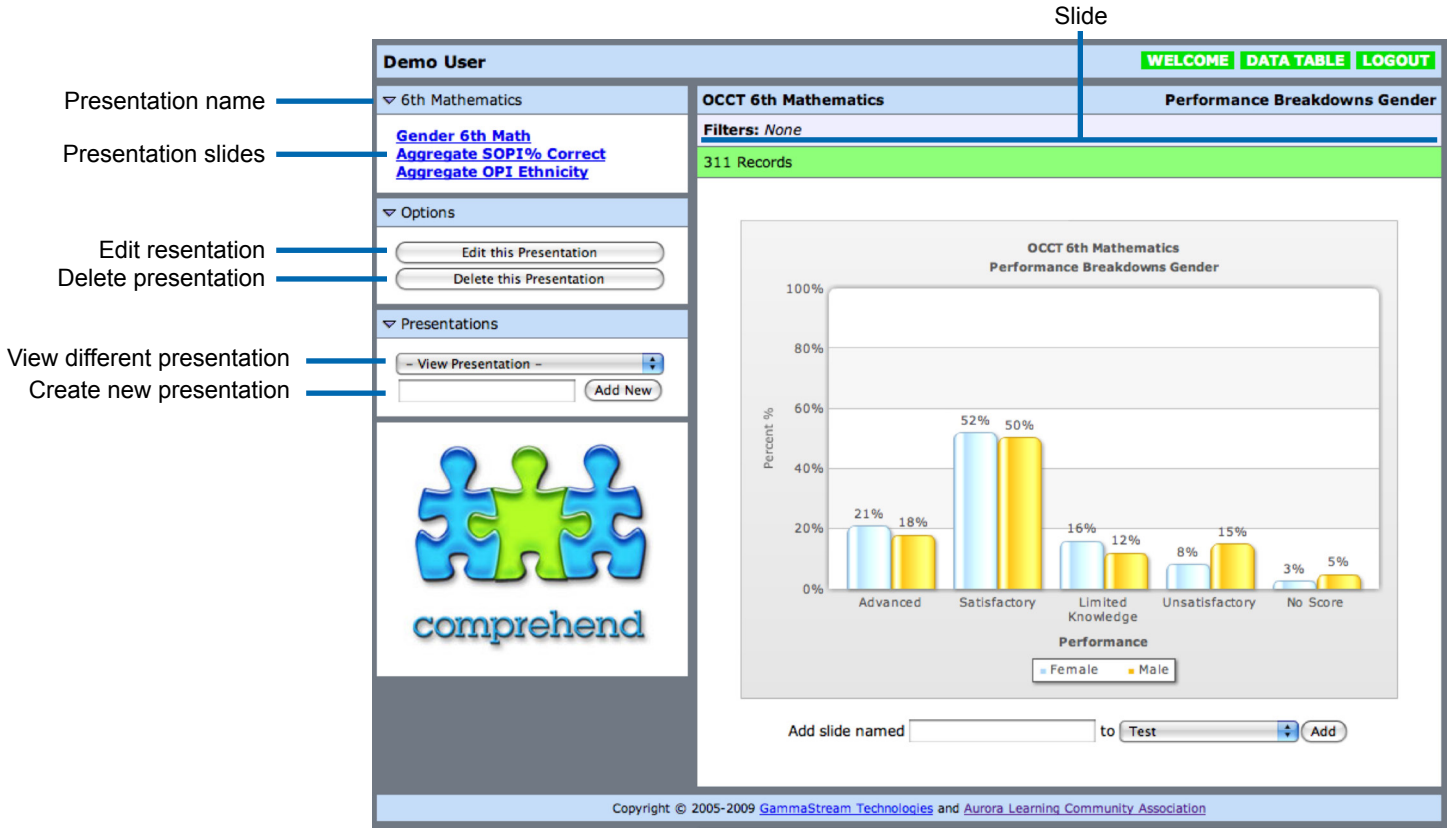
To view a presentation:

1 In the *Presentations* Section, click on the *View Presentations* popup menu and select a presentation to view.



The *Presentation* Display appears.

2 To view the presentation slides, click the slide names (text links) at the top left of the web page.

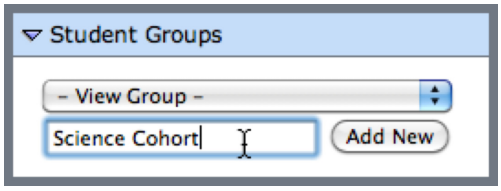


Creating a Student Group

You can create a student group allowing you to filter for just a select group of students to generating reports and charts. Created groups appear in the *Students* filter.

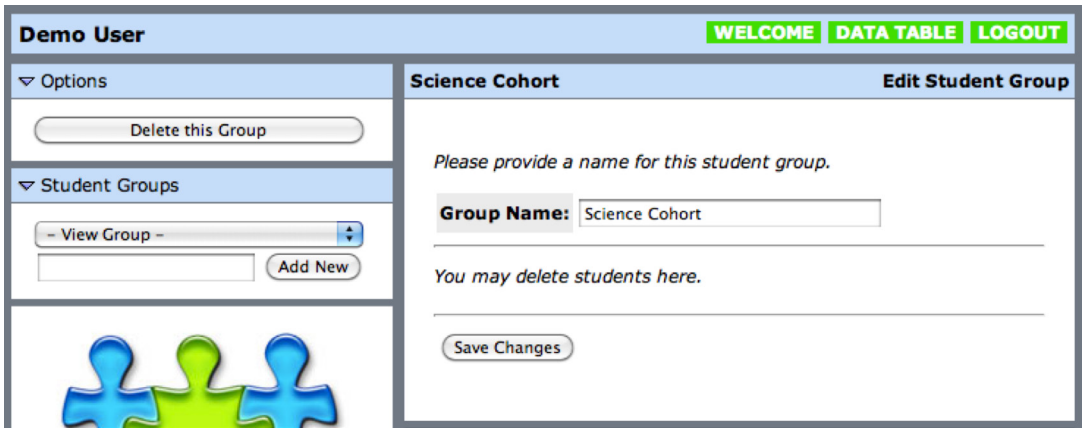
To create a Student Group:

1 In the *Student Groups* Section, click in the text field and enter the name of your new group.



Click the ***Add New*** button.

The *Student Groups* window appears displaying the name of your new group. Click the DATA TABLE link to return to the Data Table.

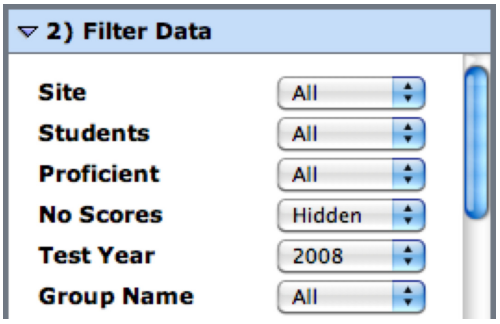


IMPORTANT:
Once you have created a new Student Group, it is necessary to log out of Comprehend and then log back in. The new group does not appear in the *Students* filter until after you login.

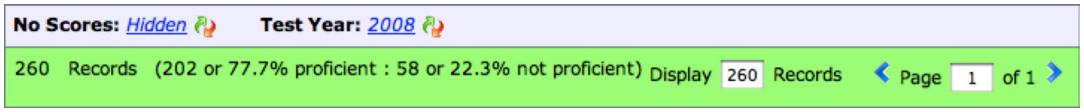
Adding Students to a Student Group

To add students to a Student Group:

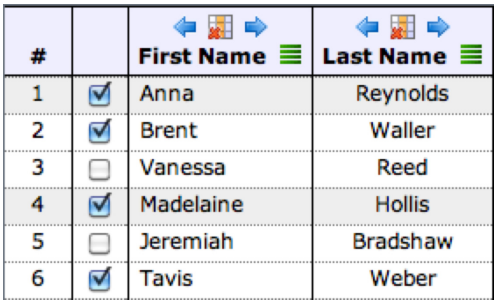
1 Filter data to reduce the number of students that are NOT to be added to the Student Group. In the example below we filter to display only 2008 students.



2 To display all students on one page that may be added to the Student Group, enter the total number of filtered records in the Display Records field and click the *Enter* key. "1" should appear in the *Page* field indicating that all student records are displayed on the page.

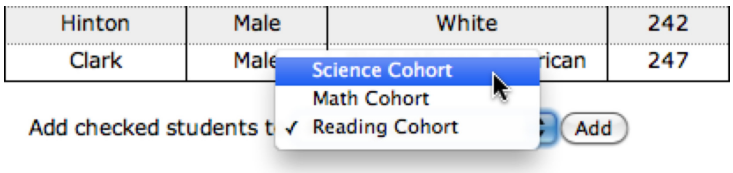


3 Click the checkbox to the left of each student's name you want to add to the Student Group.

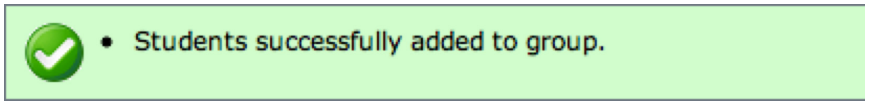


#		First Name	Last Name
1	☑	Anna	Reynolds
2	☑	Brent	Waller
3	☐	Vanessa	Reed
4	☑	Madelaine	Hollis
5	☐	Jeremiah	Bradshaw
6	☑	Tavis	Weber

4 Scroll to the bottom of the data table.
Then, click the popup menu and select the student group you want to add the checked students. Click the *Add* button.



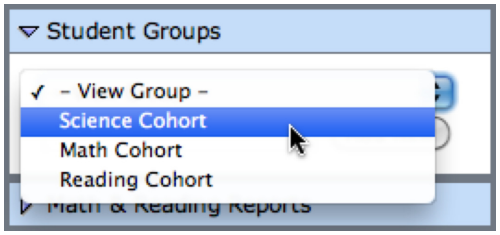
A dialogue box appears at the top of the data table confirming the students have been added to the Student Group.



Editing a Student Group

To remove students from a Student Group:

1 In the Student Groups Section, click the View Group popup menu. Then, select the student group you want to edit.

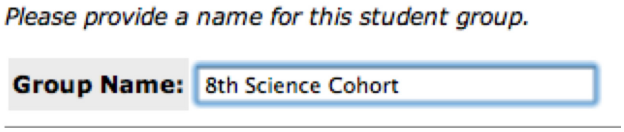


2 Click the to the left of the student(s) you want to remove from the group. After removed the desired students, click the *Save Changes* button.

To modify the name of a Student Group:

1 Select in the Student Groups section the name of the Student Group you want to modify. The desired Student Group will appear.

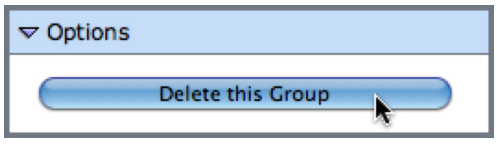
2 In the Group Name field modify the name as desired. Then, click the *Save Changes* button.



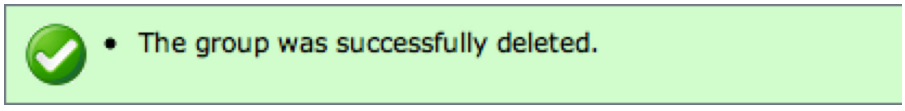
To delete a Student Group:

1 Select in the Student Groups section the name of the Student Group you want to delete. The desired Student Group will appear.

2 Click the *Delete this Group* button.



A dialogue window will appear asking if you are sure you want to delete the group. Click the *OK* button.



A dialogue box appears confirming the Student Group has been deleted.